

UNM Assessment Planning and Reporting Process

The following timeline will be used for submission, review and approval process of the assessment plans and reports.

Electronic version of this document available <http://www.unm.edu/~assess/>

#	Department	College	Provost	Target Date
M0			Convene a faculty Core Curriculum Task Force to develop learning objectives for UNM undergraduate general education core curriculum discipline areas.	May 2006
M1	Each department pilots assessment of student learning outcomes in at least one course offered by the department in the Undergraduate General Education Core Curriculum and submits a complete written report to the Provost.			May 15, 2007
M2	Each department submits to the Provost a complete written plan for ongoing assessment of student learning outcomes in all courses offered by the department in the Undergraduate General Education Core Curriculum.			May 15, 2007
M3			Outcomes Assessment Planning Manager reviews Gen. Ed. plans and reports, provides feedback and consults with departments where clarification is needed.	June-August 2007
M4			Seat the Provost's Committee on Assessment.	September 2007
M5		Each college/school/Branch Campus appoints a College Assessment Review Committee (CARC) and reports that membership to the Provost.		February 15, 2008

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M6	<ul style="list-style-type: none"> Each program (degree, certificate, or major) in a department identifies the broad learning goals of its program. Programs identify multiple measurable end-of-program student learning objectives (outcomes) for each goal. <p>Department/program heads use established <u>template</u> to submit program goals and student learning objectives to the College/School or Branch Dean for review & feedback by CARC.</p>			March 24, 2008
M10	<p><u>Departments</u> offering courses in the UG Gen. Ed. Core curriculum submit an <u>annual progress report</u> on Gen. Ed. Core Course Assessment of Student Learning for the 2007-2008 academic year to their CARC.</p>			June 15, 2008
M10a		<p>Each CARC will review and score the annual progress reports on <u>Gen. Ed. Core Course Assessment of Student Learning</u> submitted June 15, where applicable, using an established rubric. The committee will consult with appropriate departments/programs on any reports whose scores indicate clarification is needed. After all clarifications are received, the committee will forward to the Dean and respective Department Chairs reports successfully completed.</p>		mid July—mid Aug, 2008
M13		<p>B. The Dean summarizes approved departmental annual progress reports on Gen. Ed. Course assessment of student learning and submits to the Provost with copies of evaluative rubrics and comments.</p>		August 30, 2008
M7	<p>Department/program heads submit <u>assessment plan</u> to their College/School or Branch Campus Dean for each of their degree/certificate programs.</p>			September 1, 2008

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M8		Each CARC will review and score the assessment plans submitted using an <u>established rubric</u> . The committee will consult with appropriate departments/programs on any plans whose scores indicate clarification is needed. After all clarifications are received, the committee will recommend to the respective dean either preliminary approval or revision for each plan.		Sept.1—Oct 1, 2008
M15			Office of the Provost reports to NM HED results of assessment of General Education Common Core Competencies and posts results to Provost's Outcomes Assessment web site.	September 30, 2008
M10	<u>Programs submit an annual progress report on Assessment of Student Learning for the 2007-2008 academic year to their CARC.</u>			October 1, 2008
M10a		Each CARC will review and score the annual progress reports on <u>Program Assessment of Student Learning</u> , submitted Oct. 1, using an established rubric. The committee will consult with appropriate departments/programs on any reports whose scores indicate clarification is needed. After all clarifications are received, the committee will forward to the respective Department Chair all reports successfully completed.		Oct. 1—Nov. 1, 2008

#	Department	College	Provost	Target Date
M9		<p>The College/School/Branch Deans submit to the Provost:</p> <p>(1) the program assessment plans and</p> <p>(2) a summary report on progress made in the development of assessment plans. The summary report will include the number and percent of assessment plans submitted, a list of degree programs still working on their assessment plans, and the date when those plans will be submitted.</p>		October 15, 2008
M10b	<p><u>Departments</u> submit a <u>summary of approved annual progress reports</u> (apr's) of program assessment of student learning and copies of the evaluative rubrics and comments to their College, School, or Branch Campus Dean.</p>			December 1, 2008
M11		<p>Deans will submit to the Provost the preliminary approved assessment plans and the completed rubric review sheet and comments for each program. Deans send to the appropriate department/program heads the recommendations for revisions that are needed to any of the assessment plans submitted but not approved.</p>		December 1, 2008
M12			<p>The Office of the Vice Provost for Academic Affairs will review a representative sample (e.g., 10%-25%) of the preliminary approved assessment plans. The Outcomes Assessment Planning Manager will consult with the appropriate dean and department/program on any plans needing additional clarification.</p>	January 9, 2009

#	Department	College	Provost	Target Date
M13		A. The College/School/Branch Dean submits to the Provost departmental summary reports of approved annual progress reports on program assessment of student learning and copies of the evaluative rubrics and comments.		January 9, 2009
M16	Department/program heads submit revised assessment plans to their College/School/Branch Dean for those programs that were not approved September 1. The same review process will be used as in the first cycle (M7, M8, M9, M12, & M14 May 15-September 1).			January 15, 2009
M17			The Office of the Vice Provost for Academic Affairs submits to the Provost and posts to the Provost's Outcomes Assessment web site a summary Annual Progress Report of Assessment of Student Learning.	January 22, 2009
M14			The Office of the Vice Provost for Academic Affairs will recommend final approval of assessment plans to the Provost. The Provost will send to each College/School/Branch Dean a list of the final approved assessment plans. The deans will notify the department/program heads of the approval status of their assessment plans, and the Outcomes Assessment Planning Manager will post the approved plans on the Provost's Outcomes Assessment website.	January 30, 2009
			UNM sends self-study report to HLC site visit team.	February 1, 2009
M22	<u>Departments</u> offering courses in the UG Gen. Ed. Core curriculum submit an <u>annual progress report</u> on Gen. Ed. Core Course Assessment of Student Learning for the 2008 calendar year to their CARC.			February 15, 2009

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M18		Each CARC will review and score the revised assessment plans submitted using an established rubric. The committee will consult with appropriate departments/programs on any plans whose scores indicate clarification is needed. After all clarifications are received, the committee will recommend to the respective dean either preliminary approval or further revision for each plan.		January 15— March 1, 2009
M19		Deans will submit to the Provost the preliminary approved assessment plans and the completed rubric review sheet for each program. The Deans will send to the appropriate department/program heads the recommendations for further revisions that are needed for those programs not approved.		March 1, 2009
M20			The Office of the Vice Provost for Academic Affairs will review a representative sample (e.g., 10%-25%) of the preliminary approved assessment plans. The Outcomes Assessment Planning Manager will consult with the appropriate dean and department/program on any plans needing additional clarification.	March 30, 2009
	<i>HLC Site Visit</i>	<i>HLC Site Visit</i>	<i>HLC Site Visit</i>	<i>April 6-8, 2009</i>

#	Department	College	Provost	Target Date
M23		Each CARC will review and score the annual progress reports on <u>Gen. Ed. Core Course Assessment of Student Learning</u> submitted February 15, where applicable, using an established rubric. The committee will consult with appropriate departments/programs on any reports whose scores indicate clarification is needed. After all clarifications are received, the committee will forward to the Dean and respective Department Chairs reports successfully completed.		April 15, 2009
M21			The Office of the Vice Provost for Academic Affairs will recommend final approval of assessment plans to the Provost. The Provost will send to each College/School/Branch Dean a list of the final approved assessment plans. The deans will notify the department/program heads of the approval status of their assessment plans, and the Outcomes Assessment Planning Manager will post the approved plans on the Provost's Outcomes Assessment website.	May 15, 2009
M24		The Dean summarizes <u>approved departmental annual progress reports</u> on Gen. Ed. Course assessment of student learning and submits to the Provost with copies of evaluative rubrics and comments.		June 15, 2009
M25			Office of the Provost reports to NM HED results of assessment of General Education Common Core Competencies and posts results to Provost's Outcomes Assessment web site.	September 30, 2009
M22	<u>Programs submit an annual progress report on Assessment of Student Learning for the 2008-2009 academic year to their CARC.</u>			October 1, 2009

#	Department	College	Provost	Target Date
M23		Each CARC will review and score the annual progress reports on <u>Program Assessment of Student Learning</u> , submitted Oct. 1, using an established rubric. The committee will consult with appropriate departments/programs on any reports whose scores indicate clarification is needed. After all clarifications are received, the committee will forward to the respective Department Chair all reports successfully completed.		November 1, 2009
M23b	<u>Departments submit a summary of approved annual progress reports of program assessment of student learning and copies of the evaluative rubrics and comments to their College, School, or Branch Campus Dean.</u>			December 1, 2009
M24		The College/School/Branch Deans submit to the Provost departmental summary reports of approved annual progress reports on program assessment of student learning and copies of the evaluative rubrics and comments.		January 8, 2010
...	...(to be continued)	...(to be continued)	...(to be continued)	February, 2010 ...